

# THE TULALIP TRIBES

## Job Description

**JOB TITLE:** Housing Inspector

**JOB NUMBER:** TTT 109-05

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:** (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ Graduation from high school or GED equivalent.
- ☐ Preference given to graduates of trade school program with a specialization in the construction trades.

**SKILLS:**

- ☐ Ability to work independently.
- ☐ Ability to perform and teach basic carpentry tasks (such as cabinet repair and wall patching), minor plumbing tasks (such as unclogging drains and repairing leaks), minor electrical repairs (such as removing and replacing faulty switches), interior and exterior painting, and various grounds keeping duties.
- ☐ Ability to learn, follow and apply complex regulations and procedures.
- ☐ Knowledge of spelling and vocabulary, as well as correct use of grammar, punctuation and letter format.
- ☐ Ability to deal with the public and other employees with courtesy, tact and good judgment.
- ☐ Ability to write clearly and legibly.
- ☐ Ability to add, subtracts, multiply, divide and compute percentages.

**EXPERIENCE:**

- ☐ Four years experience in the building trades.
- ☐ Must have working knowledge of construction practices and building structures, systems and nomenclature.

**OTHER REQUIREMENTS:**

- ☐ Must possess a Washington State Driver's license. (Please attach a copy)

**Physical Characteristics and/or Prerequisites:**

☐

**Tribal Department:** Housing Department

**Employee Classification:** Non-Exempt

**Job Summary:** Performs tasks as necessary to ensure that dwelling units meet Housing Department standards.

**Employee Reports To:** Tenant Services Coordinator

**Specific Duties Performed:**

1. Conducts periodic inspections of all residences managed by the Housing Department.
2. Conducts move-out inspections, including estimating charges.
3. Provides technical assistance to residents in various aspects of maintenance necessary for the upkeep of a home.
4. Develops and leads group workshops relating to the repair and maintenance of the homes.
5. Provides information as necessary to enable the Housing Department to enforce the Homebuyer and Rental Agreements.
6. Performs other duties as assigned.

**Term of Employment:** This is a Regular Full-time position requiring at least 40 hours per week, or 2080 hours per year.

**Pay Range:** \$17.03-\$23.96 Per Hour

**Opening Date:** December 20, 2005 **Closing Date:** January 13, 2006 at 4:00 p.m.

The statement contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

**The filling of this position** shall be according to the Indian preference requirements of the Tulalip Housing Department which states that the Tulalip Tribes Housing Department shall, to the maximum extent feasible, give preference to members of Federally-recognized tribes in hiring, training and employment; and shall conform to principles of Indian preference, as established in the Indian Reorganization Act of 1934 in hiring, promoting and training. However, the primary factors taken into account in all-hiring decisions will be the relative ability and merit of all candidates, as well as Indian preference criteria.